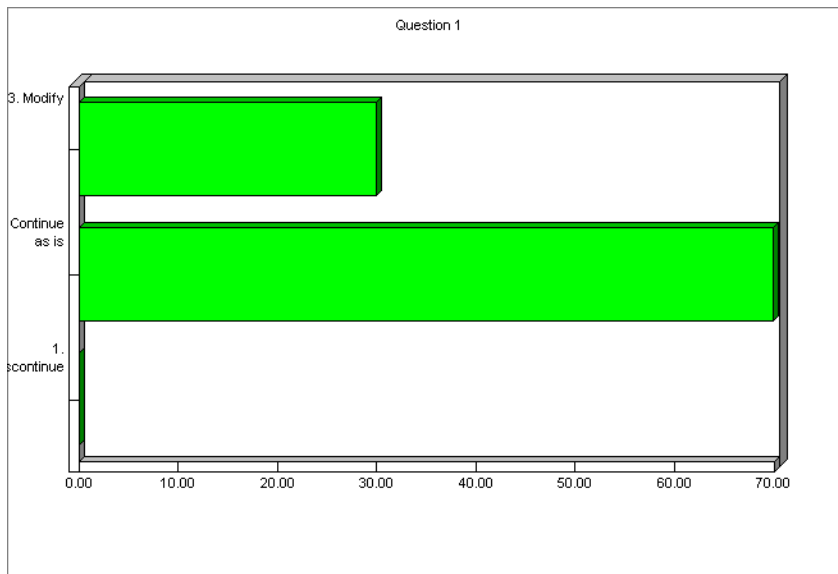


Training Officers Website Survey

- Analyzing 34 responses.
- Presentation generated on May 19, 2005.



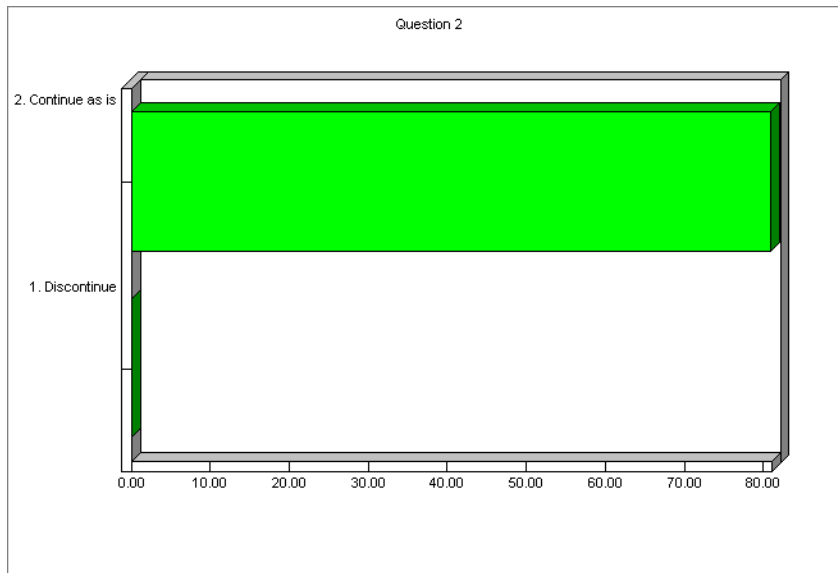
Question 1: Department Training Officers: Resources for training professionals in California State Government (from DPA)

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is	23	69.7%
3. Modify	10	30.3%

Question 1.a: If modify, how would you modify?

3 Responses

- Explain the criteria for being listed on this page.
- I would add: California State Library 914 Capitol Mall, Room 301
Sacramento, CA 95814 Phone: 916-654-0261 email: cslsirc@library.ca.gov
- Make a direct link to Training Books and to search the database of books from index page



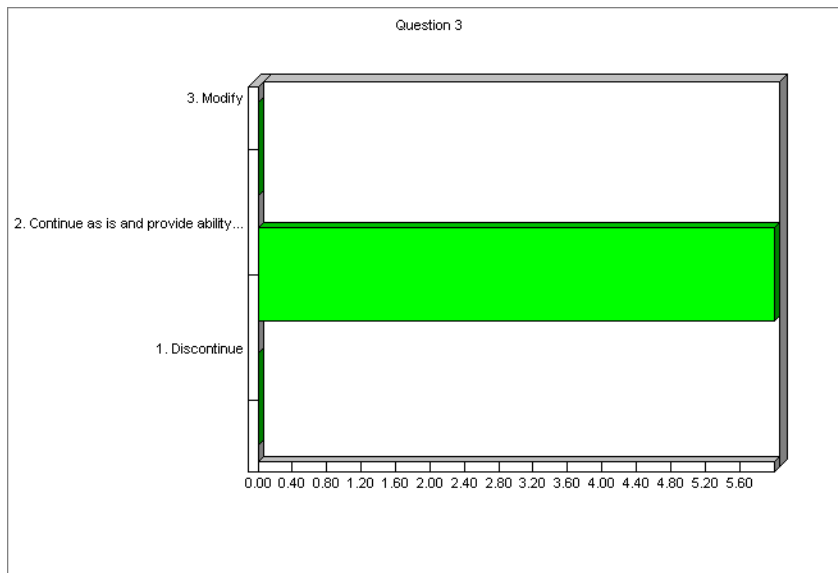
Question 2: Online Department Training Officers Directory (pdf).

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is	26	81.3%

Question 2.b: These names are only updated when we are notified that the contact (one per department) has changed. If you can identify a more efficient way to perform this function, please explain.

3 Responses

- Maybe we should include more people on this list rather than just the "Chief" Shouldn't there be a "modify" option here?
- Notify departments that this occurs. Don't believe almost anyone even knows it happens. On an annual basis if the information is accurate.
- Send a verification notice every six months, requiring that a response be received or the name will be eliminated.



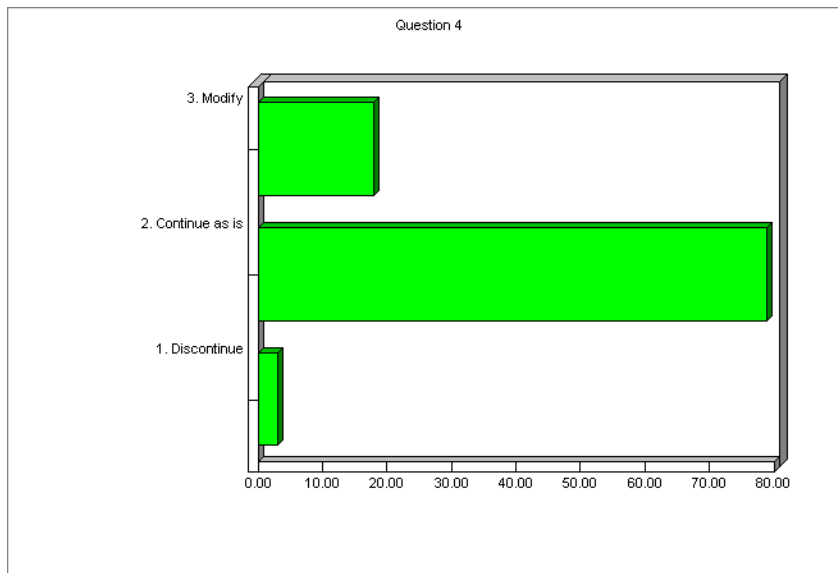
Question 3: CA Trainers E-mail List Serve (more than one can be checked).

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is and provide ability to post responses to questions asked on CA List Serve	2	6.1%
3. Modify	0	0.0%

Question 3.c: If modify, how would you modify?

1 Response

- Why not have easy access to the actual list?



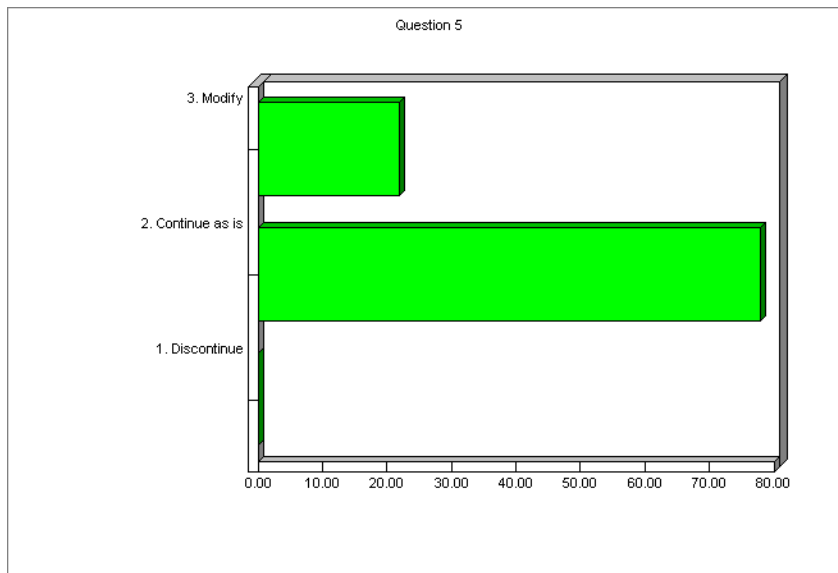
Question 4: Training and workforce development resources at the California State Library.

Choice	Count	Percentage Answered
1. Discontinue	1	3.0%
2. Continue as is	26	78.8%
3. Modify	6	18.2%

Question 4.d: If modify, how you would modify?

3 Responses

- Add other lending resources, such as training facilities - even though it is not housed at the CSL, the list may be accessible through CSL. We need a central point of access. At one time the central facilities point was listed on DGS, even though they did not "own" all the facilities. Why not list them on the CSL site - since it is a "lending" facility list - some free, some not.
- Put more info about them
- Why not have the Training Resources first on the list. And why title them Other Workforce Development Resources at the Library when they have a different title on the actual Web page, State Workforce and Training Resources?



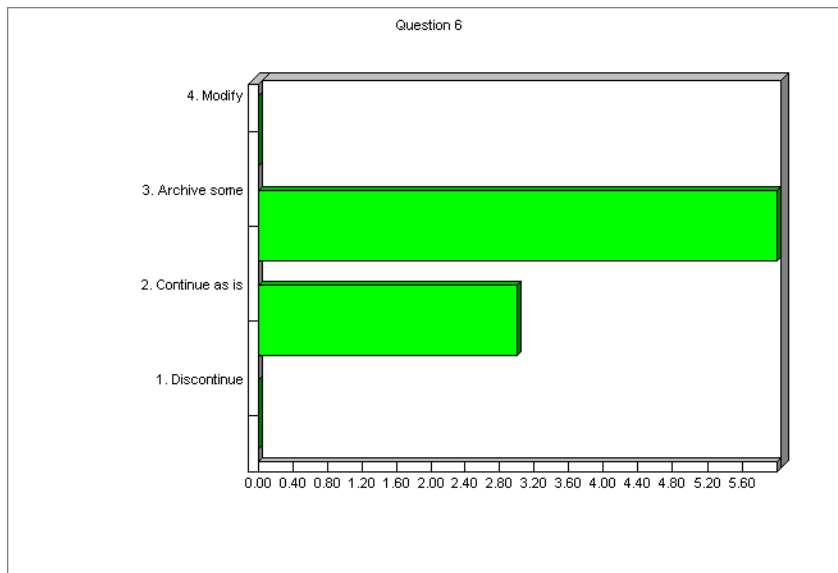
Question 5: Department Training Officer's Meetings: Do you want to:

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is	25	78.1%
3. Modify	7	21.9%

Question 5.e: If modify, how would you modify?

2 Responses

- Include a listing of attending members with e-mail addresses.
- Provide more information about meetings next to the date, not just the "Minutes" rather March 16 2005: Action Planning Documentation and Task Force Meeting; Jan 27 2005: CPS; Model for Maximizing Resources; CPR update; Work and Family online.



Question 6: Minutes from the DTO Meetings: Do you want to:

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is	1	2.9%
3. Archive some	2	5.9%
4. Modify	0	0.0%

Question 6.f: If archive, identify the number of years to archive.

Item	Frequency	Percent
(Not Answered)	31	91.2%
(Unique responses)	3	8.8%
(Total)	34	100.0%

Question 6.f: Years

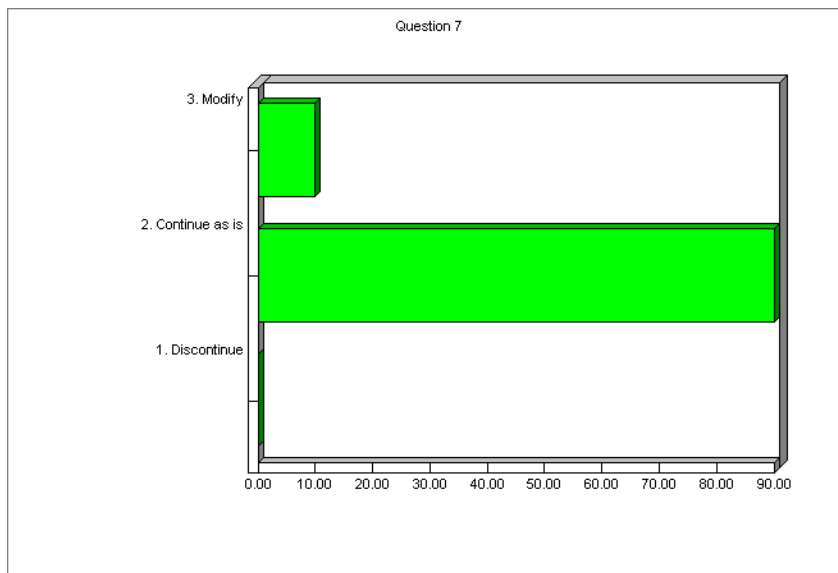
3 Responses

- No
- Keep two years, archive rest.
- Those before two years from current year

Question 6.g: If modify, how would you modify?

2 Responses

- If anyone suggests archiving, send the archived ones to the advisory board in hard copy. Do not destroy.
- Use a format for minutes that stays consistent throughout the year or longer with exceptions.

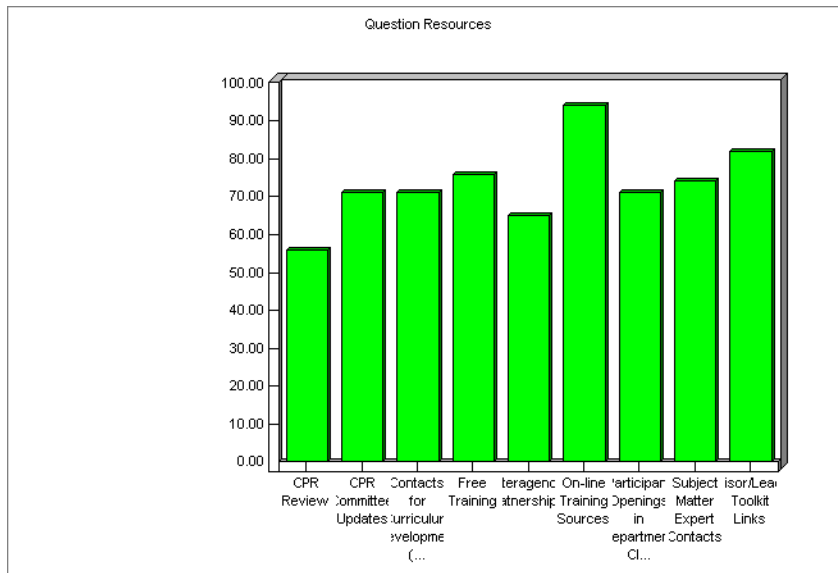


Question 7: Training Resources Shared at DTO Meetings: Do you want to:

Choice	Count	Percentage Answered
1. Discontinue	0	0.0%
2. Continue as is	27	90.0%
3. Modify	3	10.0%

Question 7.h: If modify, how would you modify?

0 Responses



Part II: Additional RESOURCES that could be put on the website:

Choice	Count	Percentage Answered
CPR Review	19	55.9%
CPR Committee Updates	24	70.6%
Contacts for Curriculum Development (by Topic)	24	70.6%
Free Training	26	76.5%
Interagency Partnerships	22	64.7%
On-line Training Sources	32	94.1%
Participant Openings in Department Classes	24	70.6%
Subject Matter Expert Contacts	25	73.5%
Supervisor/Leadership Toolkit Links	28	82.4%

CLASSES: What resources would you like to find on this website involving classes?

20 Responses

- A list of classes departments have developed and could be used or modified to meet other departments needs.
- All of the above sound great
- Bill tracking.
- Consider holding a couple of seats for those outside training department, on first come first serve basis, and list the classes on internet
- Curriculum Development info
- Evaluations. Also, specific info re appropriate level of intended student.
- Hotel links/parking information
- Links to departments offering empty seats to other state departments
- Links to private vendors that provide training for common topics (like Fred Pryor, Career Track)
- Maybe click on a topic and find any links to that, but that would be a lot to maintain!
- Maybe publish a list of training vendors by subject area (i.e. Computer training, Soft Skills, etc.)
- Posting of departmental training calendars with contact names/links for specific programs. What kinds of tools can be utilized such as interagency agreements/contracts for participation in other department's training programs or using their instructors.
- Resources on instructional design for both classroom and computer based, distance learning
- Results of needs analyses; lesson plans; sample exercises to check for understanding
- This question isn't clear to me...Assuming you mean what kinds of classes would we like to know about...I'd like to know what training departments offer and whether others can attend.
- Training opportunities for those who live in areas outside of Sacramento.
- What I need is already adequate. we have a small staff and a lot of our training is provided by Dept. of Fish and Game.
- What classes are being offered at other agencies that are open to other agencies.
- Who's doing what and whether it's available to other agencies. Would like to know if a department has a class scheduled that may be open to employees from other departments. Include cost and contact person to enroll in the class.

FACILITATION: What resources would you like to find on this website involving facilitation?

13 Responses

- A list of state employees with facilitation skills would be useful
- A resource list of facilitators that may be willing to help out or barter a trade for facilitation services.
- An outline or some way to help us clarify goals for sessions so that they are clear, concise, meaningful and achievable. Provide sample agendas for meetings. Provide a list of facilitator tools so that everyone on the team can participate fully Resources for facilitators to keep the session on track Demonstrate ways of documenting the meeting so that key discussions and action plans are captured similar to the presenter at the March DTO--she was awesome Provide follow up to ensure that everything is as it should be
- Anything and everything folks are willing to share, trade, etc.
- Facilitator training opportunities for state agencies. A list of trained facilitators that can be utilized by all departments. Example, a pool of certified facilitators.
- Information on facilitation training and certification. List of available qualified facilitators
- I'd like to have the facilitator's group re-activated.
- Information of facilitation training that is upcoming/available.
- Links to professional associations
- Local contractors
- Tip, courses to take on facilitation
- Perhaps a database of skilled facilitators in State Service, their expertise and their availability.
- Where to train the trainers on a specific topic

INSTRUCTORS: What resources would you like to find on this website involving instructors?

14 Responses

- A list of instructors that are subject matter experts--ones that we may contact for possible future training classes.
- A list similar to the one for facilitation.
- Biographies on all instructors who provide training to state employees.
- Bios and contact information; should there be a need to contract as a speaker.
- Lists of available trainers for topics such as Sexual Harassment, Workplace Violence, CPR/First Aid. These topics are somewhat generic and the same training/instructors can be shared across departments.
- List of Subject Matter Experts
- Local contractors.
- Perhaps a database of skilled instructors in State Service, their expertise and their availability.
- Provide interagency learning opportunities, mentoring programs, mutual help programs, all voluntary, and information available on the website.
- Recommended instructors or vendors for various popular courses.
- Short bios of the instructors at the vendors listed on this site would be helpful when shopping around for training.
- Trainers in other state departments willing to provide training to other departments. Listings of the courses they teach.
- We should have something like a speakers bureau, where SMEs in certain areas (they make be DTOs) make themselves available to others, in certain topic areas. Fee? Favor?
- Who's done what in state departments--so if I'm looking for class on communications, I have some experts to contact.

LINKS: What resources would you like to find on this website involving links?

15 Responses

- Any and everything related to workforce development by subject matter with subcategory for free and fee resources.
- As many helpful links as possible. Use some of Ree's lists
- ASTD, Bob Pike, education fairs
- Compliance to various required training (i.e., AB 1825) and where training is available other than the 80 hours supervisory training.
- Don't know
- If people have found wonderful links they could submit them and the links could be reviewed and if it seems like a valuable resource for most, it could be posted on a web resource links page.
- Links to all state department training web sites. If they are on the department's intra-net, this may be a problem.
- Links to curriculum development resources, lesson plan development, training associations, quality associations, online magazines such as "presentations" and mega training sites
- Links to departments web pages, departmental training officers, training vendors, training organizations (ASTD), etc.
- Links to free resources
- Links to the above listed training vendors.
- Other vendors
- Resources that link to colleges, universities, and other training centers that would allow us to search for current events, how to's, PowerPoint slides, etc.
- Training organizations and magazines.
- Training resources by subject area; e.g., leadership, basic supervision, analytical skills, interpersonal skills, etc.

MATERIALS: What resources would you like to find on this website involving materials?

17 Responses

- A list of resources submitted by departments that are willing to share/barter with others.
- A list of state departments that have videos/DVDs that others can borrow for on-site training.
- All PowerPoint training presentations that state departments and contracted instructors would like to share. Some of this is already available, but more can be offered.
- Curriculum guides Useful, recommended books
- Generic lesson plans i.e., sexual harassment, workplace violence, infectious disease, etc.
- Ice breakers, team building exercises, special event or seminar preparation information
- Just a closing comment.thanks to all who are donating the energy to keep things moving and information shared. It is appreciated! This survey made me look at parts of the site I hadn't noticed before....
- Just a reminder to assure site and materials are accessible to individuals with disabilities (screen readers, etc)
- Library catalog is sufficient.
- Links to free materials
- Materials folks are willing to share and the contact, and process for sharing.
- More new books and videos
- Share course outlines for various courses taught by DTO's
- Some kind of "bulletin board" for types of materials.
- Standard course content materials developed by state trainers that they are willing to share. For example, a trainer who regularly delivers change management training can post their PowerPoint, workbook materials and list of participant activities they use. That way, other state trainers that will have to develop and deliver the same training in their agency can go to the site, view materials, ideas and resources by topic to pick and choose pieces for their training.
- Syllabi and class materials other departments are willing to share would be helpful when trying to develop in-house classes, especially 'soft skill' classes like Customer Service.
- Those who are willing to share materials might register title of class they've developed/offered